



April 4, 2008

Instructions to USDC Inspectors/Officers for completing EU Non-Molluscan Health Certificates for Fishery Products to establish procedures that will assure national uniformity in the completion and issuance of the EU Health Certificates.

1. **General Directions**

Printing

- Print all pages on sheets of watermark paper. Front and back printed required.
- All pages must contain the Certificate Reference number.
- All pages must be numbered sequentially. (e.g. Page 2/3)
- All certificates must bear original signature and stamp.

Signature

- Must be different than particulars on certificate.

Stamp

- Must be different than particulars on certificate.

2. **Procedures**

Date

- Enter the date the certificate is issued.

Certificate Reference Number

- Enter number with color other than certificate print color.
- Certificate reference numbers will 11 characters/numbers

A. Northeast Region: First Digit – Enter N

Southeast Region: First Digit – Enter S

Western Region : First Digit – Enter W

B. Enter ISO Code for Country of Destination

C. Enter Four-Digit Inspector/Officer number.

D. Enter Four-Digit numerical reference number starting new with each inspector/officer.

(e.g. First cert 0001, next 0002 and so on.)

Example : *In Boston MA, Product going to Spain, from inspector Smith(#6789), first certificate of Export for inspector Smith.*

Certificate reference number would be: **NES67890001**

Note: ISO country names and codes can be found at:
http://www.iso.org/iso/english_country_names_and_code_elements

Note: Each inspector will have a running tally of EU certificates based on numbers not country of destination. When certificate number 10,000 is reached (after 9999), the reference number re-starts at 0001

3. Part I – Details Identifying Fishery Products

Description of fishery/aquaculture product

Enter an appropriate description of the product(s) being shipped, i.e., “Frozen, Dressed Head-off Coho Salmon.” **Cross out either “fishery” or “aquaculture,” whichever does not apply.**

Species (scientific name)

Enter the scientific name of the species being shipped, e.g., “Oncorhynchus kisutch” for Coho salmon. Refer to the [FDA Seafood List](#) for a listing of common and species fish names.

Presentation of Product and Type of Treatment

Enter “frozen,” “canned,” “dried,” “smoked,” “preserved,” or other description as appropriate.

Code Number (where available)

Enter lot number if available. If none, leave blank.

Type of Packaging

Enter a description of the packaging, e.g., “Fiberboard Master Cartons with Plastic Liners.”

Number of Packages

Enter the exact number of packages in the shipment.

Net Weight

Enter the total net weight of the shipment.

Requisite Storage and Transport Temperature

Enter the manufacturer’s recommendation for shipping temperature, e.g., “45°F or 6°C.” General storage terms, such as “ambient,” “refrigerated” “iced,” or “frozen” are acceptable.

4. Part II – Origin of Products

Note: Always check the link below to assure company is in good standing with the FDA and is currently on the Approved List without exemptions.

<http://www.cfsan.fda.gov/~frf/sfeuexp.html>

Name(s) and Official Approval/Registration number(s) of establishment(s), factory vessel(s), or Cold Store(s) Approved or Freezer Vessel(s) Registered by the Competent Authority to the EC

For Value-Added Processors: Enter the name of the last Value-Added Processor, city, state, and CFN or FEI number. If the processor is a vessel, enter the vessel name. If the shipment includes product from more than one establishment, the names and CFN or FEI numbers of all the establishments should be entered.

Example: Basalt Cove Seafood, Somewhere City, AK
CFN: 1234567
Fresh Fish Express, Inc., Astoria, OR
FEI: 9999999999

If the product has been value added by several different establishments, the EU Certificate should identify the last establishment that processed the product. For example, if salmon were eviscerated and frozen at establishment “A”, portioned at establishment “B”, and breaded and placed in the final package at establishment “C”, then the EU Certificate should identify establishment “C” as the processor.

For establishments acting solely as dispatchers: Enter the names, city, state, and CFN or FEI numbers of the last value added processor of the product being shipped.

If the establishment uses fish and fishery products from a foreign source, the inspector shall determine that the firm and country appear on the European Union website at:
http://ec.europa.eu/food/international/trade/third_en.htm
. This information should be recorded and retained for a period of three years.

For other than Value-Added Processors: Enter the name, city, state, and CFN or FEI numbers of the Processor shipping the product.

5. Part III – Destination of Products

Note: Flight information is optional but advisable, as there may need to be additional confirmation of this sort by some EU countries. Container numbers and seal numbers are optional per customer request)

The Products are Dispatched: From

Enter the city/state the product left the country, e.g., Los Angeles, CA, USA.

The Products are Dispatched: To

Enter the port of debarkation, e.g., “Le Havre, France,” or if it is an air shipment, “Charles De Gaulle International Airport, Paris, France.”

By the Following Means of Transport

Enter the means of transport, e.g., “Air freight Northwest Airlines Flight 789.”

Name and Address of Dispatcher

Enter the establishment name and address of the company or person that is making the shipment, e.g., “East West Seafood, P.O. Box 123 Seattle, WA, USA”

Name and Address of Consignee at Place of Destination

Enter the name and address of the final destination, e.g., “Pierre’s Seafood, 508 Rue Lafayette, Paris, France.”

**6. Part IV – Health
Attestation/Certification**

Place

Enter the location address of the issuing NOAA field office.

Date

Enter the date the certificate is issued.

Official

Enter the Name/Number/Title of Inspector/Officer signing certificate. Sign and stamp certificate in color other than printed certificate particulars.
